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Justice Bulletin

**Montana Board of Crime Control
Website mbcc.mt.gov**

A Publication of the Montana Board of Crime Control 3075 N. Montana, P.O. Box 201408 Helena, MT 59620
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Request for Proposals (RFP)

#07-02 STOP Violence Against Women Act (VAWA) Funds

Proposal Deadline: February 2, 2007

Project Dates: July 1, 2007 to June 30, 2008

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding to implement the STOP Violence Against Women Act in Montana. The purpose of the act is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women. A committee representing judges, prosecutors, law enforcement and victim service projects was appointed by the Board to establish priorities for initiatives to be funded from this source. The federal allocation has not yet been determined. *(Note: Funds may not be actually available for local projects on July 1st because of the federal distribution schedule. You must plan for that contingency.)* Continuation programs in good standing will be given first priority for funding, however, funding is considered on a year-to-year basis and **is not guaranteed.** **Public agencies receiving funding are strongly encouraged to demonstrate local support through increased match and reduced reliance on federal dollars.** The Violence Against Women Subcommittee of MBCC supports a funding strategy that encourages local agencies to gradually institutionalize programs through demonstrated effectiveness. Such a funding strategy will allow MBCC to extend funding opportunities to new initiatives and broaden the impact of the STOP VAWA program. **Pay particular attention to Section IX. Special Requirements.**

II. Purpose of Funds

Congress has approved fifteen specific purpose areas under which these federal funds, administered through the federal Office of Justice Programs, can be used. The areas from which applications will be accepted by MBCC are described within this RFP. MBCC will accept applications that fall within any of the Purpose Areas; however, priority will be given to those areas that are preceded with a checkmark. **Applicants must identify (by number) which Purpose Area is being addressed in their request for funding.** Call MBCC staff if you have questions about this requirement.

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Congress has prescribed a distribution of funds in order to fulfill the mission of the STOP Violence Against Women Act. Each state must allocate 25% to law enforcement, 25% to prosecution, 30% to nonprofit victim services and 5% to court programs. Ten percent of the non-profit allocation will be allocated to culturally specific programs. The remaining 15% is discretionary and can be allocated to any project that meets the general requirements of the act.

III. Eligibility

Agencies eligible to apply for these funds must be units of local government, tribal governments, state agencies, or private non-profit agencies.

Private Non-Profit Agencies Must Document Their IRS 501-3C Nonprofit Status.

Indian tribal governments may apply directly to the Office of Justice Programs for discretionary grants from special funds set-aside for Indian Country. Tribal governments may also apply for the state formula grant funds.

IV. Late Applications

- 1) New applications that are received past the due date will be returned and not considered during the current cycle.
- 2) The first late submittal for continuation grant programs will require appearance before the Victims Committee to request consideration. The second late will not be considered during the current cycle.

V. Match

➤ All public agencies must provide a 25 % in-kind (soft) or hard cash match. Non-profit programs are not required to provide match starting this year (Federal FY 2007), however, providing match does demonstrate local commitment.

Note: The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source {in-kind or hard cash}) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application. Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

VI. Funding Period

Projects must begin on July 1, 2007, and conclude on June 30, 2008.

VII. Limitations of Fund Use

Review this list carefully. If you have questions, call prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.

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2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87 or A-21, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to July 1, 2007.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)
14. Education and awareness campaigns are not allowable under the STOP Violence Against Women Grant Program. Outreach is allowable and means communicating what services the grant project provides to the public.

VIII. Application Requirement

All successful applicants for grant award funds from MBCC must agree to submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.

IX. Special Requirements

IMPORTANT NEW INFORMATION

Applications will now be accepted only through MBCC's Online Subgrant Application System (OSAS). Visit our web site at mbcc.mt.gov and click on the grants link on the green header to access instructions and to register. The majority of the application can be submitted online, however, the following **MUST BE MAILED**: proof of non-profit status if applicable, signature page, letters of support, the Resource Disclosure Form and position descriptions for any personnel that will be paid with grant funds.

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X. Selection Process

The Victims Committee of the Board will review proposals during their May 2007 meeting. Their recommendations will be provided to each applicant at least 15 days prior to the June 2007 meeting of the Board.

XI. Appeals & Awards

Applicants may appeal the recommendation of the Victims Committee if there is *substantive* reason to do so. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the June 2007 Board meeting.

Awards will be finalized by the full Board at the June 2007 meeting.

XII. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Scott Furois at (406) 444-4298 sfurois@mt.gov.

Authorized Purpose Areas

Grants under this program may be used for the following fifteen (15) purpose areas. The STOP Violence Against Women Committee appointed by MBCC representing law enforcement, prosecution, non-profit victim services and statewide coalition has recommended that priority be given to those proposals addressing the purpose areas marked with a check. **Below the list of purpose areas is a list of the type of projects that will be given priority based on the recommendations of the Committee:**

- √ 1. Training law enforcement officers and prosecutors to identify and respond more effectively to domestic violence, dating violence, **sexual assault** and stalking.
- 2. Developing, training, or expanding specialized units of law enforcement officers and prosecutors that target violence against women.
- 3. Developing and implementing police and prosecution policies protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women.

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- √ 4. Developing, installing, or expanding data collection and communication systems to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women.
- √ 5. Developing, enlarging, or strengthening victim services programs for victims of domestic violence, dating violence, sexual assault, and stalking; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities and other underserved populations; providing specialized domestic violence advocates in courts where a significant number of protection orders are granted; increasing reporting and reducing attrition rates for cases involving violent crimes against women.
- 6. Developing, enlarging, or strengthening programs to address stalking.
- 7. Developing or strengthening programs to assist Indian Tribes in addressing violent crimes against women.
- 8. Supporting formal and informal statewide, multidisciplinary efforts to coordinate the response of law enforcement, prosecution, courts, victim services to sexual assault, domestic violence, dating violence, and stalking.
- √ 9. Training sexual assault forensic medical personnel examiners.
- 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and victim services to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
- 12. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- 13. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
- 14. Special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders.
- 15. Improving responses to police-perpetrated domestic violence.

Priority project activities under purpose area 1:

- Competitive proposals for training of judges, prosecutors and law enforcement will be accepted from those organizations currently responsible for training these groups.

Priority project activities under purpose area 5:

- Increased access to local victim service providers.
- Developing or strengthening victim services programs, particularly domestic violence, sexual assault, dating violence and stalking programs.

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Priority project activities under purpose area 9:

- Training for Indian Health Services and health care providers on reservations on the use of the colposcope and gathering forensic evidence.

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XIII. Application Procedures

Go online at www.mbcc.mt.gov and click on grants on the green header to access instructions and registration information for completing our new online application. The majority of the application can be submitted online, however, proof of non-profit status, the Resource Disclosure Form (which can be accessed under the RFP section online), position descriptions, the signature page with original signatures and letters of support must be **mailed**. Your submission will be considered complete only if the online application is submitted **and** the mailed documents are postmarked by the deadline.

Who to Call for Assistance: Please call our front office if you need assistance with online registration or submission of the online application at 444-3604 and speak with Kristel Matchett or Kathy Ruppert. **THE FIRST TIME YOU USE THE ONLINE APPLICATION SYSTEM, YOU MUST REGISTER AS A NEW USER.** If you have questions regarding application content, please contact the following:

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Connie Young	444-7361	Wendy Sturn	444-1995

Application Check List. Please refer to this checklist before submitting your application.
(Specify which purpose area you are applying under in both the Executive Summary and Project Narrative)

<input type="checkbox"/> Face Sheet	online
<input type="checkbox"/> Project Budget	online
<input type="checkbox"/> Budget Narrative	online
<input type="checkbox"/> Project Narrative (including executive summary)	online
<input type="checkbox"/> Special Assurances and Conditions	online
<input type="checkbox"/> Position Descriptions	mail
<input type="checkbox"/> Resource Disclosure Form	mail
<input type="checkbox"/> Non-Profit Status	mail
<input type="checkbox"/> Signature Page	online AND mailed original
<input type="checkbox"/> Letters of Support	mail

Mailing Address for items requiring mail:

Montana Board of Crime Control
3075 North Montana,
PO Box 201408
Helena, MT 59620-1408

Deadline(s): Applications for **RFP #07-02** must be submitted online and mailed items must be postmarked by **February 2, 2007 at 5 p.m.** Use certified mail to guarantee receipt.

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 North Montana, PO Box 201408 Helena, MT 59620. Phone (406) 444-3604 or FAX (406) 444-4722 TTY (406) 444-7099.